



# Job Seeking Skills Workshops

Open to all Job-Seeking Customers

Workshop	Date	Time	Location
<b>EMPLOYMENT ESSENTIALS:</b> Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Feb 4, 25	8:30 AM–12:30 PM	Brigham City EC
	Feb 13, 20, 27	12:00 PM–4:00 PM	
	Feb 12, 14, 19, 26	9:00 AM–1:00 PM	Logan EC
	Feb 7, 28	12:00 PM–4:00 PM	
	Feb 21	9:00 AM–1:00 PM	Garden City EC
	Feb 5	9:00 AM–1:00 PM	BATC Logan
	Feb 6	9:00 AM–1:00 PM	BATC Brigham
<b>EMPLOYMENT ESSENTIALS LAB:</b> * Prerequisite: must attend Employment Essentials Workshop	Feb 6	2:00 PM–4:00 PM	Brigham City EC
	Feb 13, 27	9:00 AM–11:00 AM	
	Feb 5, 12, 19, 26	2:00 PM–4:00 PM	Logan EC
<b>BUDGETING:</b> Learn basic budgeting and how to get your finances back on track after a financial crisis. Topics include budgeting, repaying debt, building credit, savings and emergency savings and steps to build retirement savings.	Feb 22	9:00 AM–11:00 AM	Brigham City EC
	Feb 8	2:00 PM–4:00 PM	Logan EC
	Feb 28	9:00 AM–11:00 AM	Logan EC
<b>ASSERTIVE COMMUNICATION:</b> Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management positive and negative feedback strategies.	Feb 13, 14	9:00 AM–1:00 PM	Logan EC
<b>FEDERAL APPLICATIONS:</b> Learn how to navigate the federal employment application process. Learn the tips and techniques to become a highly qualified candidate.	Feb 1	8:30 AM–10:00 AM	Brigham City EC
	Feb 8	9:00 AM–11:00 AM	Logan EC

To schedule one-on-one practice interviews, call 866-435-7414

To sign up for any of our **NO-COST** workshops, register at [jobs.utah.gov](https://jobs.utah.gov) and select “Attend a Workshop” from the home page.

#### Locations

- Brigham City EC  
138 W. 990 S.
- Logan EC  
180 N. 100 W.
- Garden City EC  
69 N. Paradise Parkway  
Bldg. B #224
- BATC Logan  
1301 N. 600 W.  
Room 840
- BATC Brigham  
325 W. 1100 S.  
Conference Room

**Plan to arrive 10-15 minutes before the workshop begins. Workshops **START** at the scheduled time. With respect to customers who arrive on time, **late-comers will be asked to re-schedule.****

Workforce Services • [jobs.utah.gov](https://jobs.utah.gov)

*Equal Opportunity Employer/Program* Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.